

DEPARTMENT OF MILITARY AFFAIRS
STATE HUMAN RESOURCES
PRACTICE AND PROCEDURE MANUAL

STATUS: (X) FINAL () DRAFT
EFFECTIVE DATE: 6/01/09

BULLETIN NO.: 4.200
PAGE: 1 OF 2

SUBJECT: Project Position Management

SECTION: Recruitment

I. PRACTICE

It is the policy of the Wisconsin Department of Military Affairs (DMA) to manage existing project positions and appointments (project and permanent) with full consideration of the operational needs, incumbent status, and in accordance with the following laws, rules and guidance:

Section 230.27, Wis. Stats.
Chapter ER 34, Wis. Adm. Code
Chapter ER-MRS 34, Wis. Adm. Code
Wisconsin Human Resources Handbook (WHRH), Chapter 228

The purpose of this bulletin is to provide procedures for managing existing project positions and appointments thereto. The procedures within this bulletin will address the various project position scenarios requiring action by the supervisor, The Office of State Human Resources (WING-SHR), and The Office of State Budget and Finance (WING-SBF).

Note: this bulletin does not apply to project positions that have definitive end dates and where the project employee was so informed upon hire. Examples include project appointments to backfill for a permanent employee's absence, such as military deployment, or for short term projects that have no potential for extension due to funding or program completion requirements.

This bulletin will provide the protocol for providing position status updates to the first line supervisor, provide options available for action by the supervisor, and establish timelines and deadlines for action by each party.

II. PROCEDURES

- A. SHR will track the status of all project positions and will provide written notice to the first line supervisor in advance of a project position's end date. The timing of this notice is shown below in Section III. (Written notice template attached)
- B. The notice will indicate to the supervisor that the subject position is nearing termination and the Authorized End Date will be provided.
- C. The notice will indicate the applicable options available to the supervisor. Options

include: 1) termination of position and incumbent upon Authorized End Date, 2) request for project position extension, and/or 3) request for permanent position authority. **Note: a project position cannot exceed four years in duration and therefore cannot be extended. Requests to terminate or convert the project position to a permanent position are the only options under this scenario.**

- D. The notice will indicate that a response by the supervisor is required. **There will be no follow up notices provided by SHR.** If no response is received by the supervisor within the timeline, a termination action will proceed. A termination action will include written notice to the incumbent that the position and the appointment will be terminated upon the end date of the position. A minimum of two week's notice will be provided to the employee.
- E. If the supervisor does reply with a request but does not meet the established timelines, there will be a greater chance that that requests for extension or for permanent position authority will not be accomplished according to the supervisor's desired timeline.
- F. Requests for permanent position authority or project position extension must include a full justification, including: Position Action Request (PAR), Position Description (PD), Organizational Chart, justification, and a written commitment from the funding source. As of this bulletin's date of publication, the Department of Administration's (DOA) Centralized Position Review process was in place and until/unless further notice is provided, the DOA form 2347 (Enterprise Level Request to Staff Position) justification must accompany the aforementioned documents.

III. TIMELINES

- A. For four year project positions nearing the Authorized End Date, SHR will send notice to the supervisor six months in advance of the Authorized End Date. The supervisor will have one month from the date of notice to provide full justification if interested in requesting permanent position authority.
- B. For project positions that qualify for extension, SHR will send notice to the supervisor six months in advance of the Authorized End Date. The supervisor will have three months from the date of notice to provide full justification if interested in requesting an extension of the project position.
- C. For both options provided above, SHR will have one month to review the request and process for internal approvals.
- D. For both options A and B, provided above, SBF will have two months to request and receive a decision on extension or permanent position authority through the DOA Central Budget Office.
- E. For option A, as seen above, SHR will have three months following approval of permanent position authority to prepare for and execute staffing functions before, or as close as possible to, the Authorized End Date of the project position.



State of Wisconsin



Department of Military Affairs

Correspondence Memorandum

2400 Wright Street • P.O. Box 14587 • Madison, WI 53708-0587

(Written Notice Template)

Date:

To:

From:

Subject: Notice of Project Position Status

Classification Title:

Incumbent Name:

Position Number:

Authorized Start Date:

Authorized End Date:

The above project position is nearing the Authorized End Date. Please review the options below, check the box next to your selection, and return this document to your designated Human Resources contact in SHR within the timelines specified below. **This is the only notice that will be provided.**

- ☐ Request that this position be converted to a permanent position. This form will be returned to SHR along with a request and full justification within **one month** from the date of this notice.
- ☐ Request to extend this project position. This form will be returned to SHR along with a request and full justification within **three months** from the date of this notice. **(Note: a project position cannot exceed four years in duration and therefore cannot be extended. Requests to terminate or convert to a permanent position are the only options under this scenario.)**

(Note: Please refer to SHR P&P Bulletin No. 4.200 (Section II. F) for request/justification requirements.)

- ☐ Request that the position be terminated upon the Authorized End Date and that SHR provide notice of such to the incumbent if the position is currently filled. This form will be returned to SHR within **one month from the date of this notice.**

If no reply is received within the specified timelines seen above, SHR will assume that the intentions are to terminate the position and that action will commence, at a minimum, two weeks prior to the Authorized End Date.

If a request for extension or permanent position authority is received after the established timeline, there will be a greater chance that requests will not be accomplished according to the supervisor's desired timeline.